



**AGENDA
PERSONNEL BOARD REGULAR MEETING**

NOTICE TO THE PUBLIC - All written documentation relating to each item of business referred to on the agenda, which is not confidential, is available in the Human Resources Office for public inspection. Any person who has a question concerning any agenda item may call the Interim Director of Human Resources /Personnel Officer Theresa St. Peter, Extension 5183, to make inquiry concerning the nature of the item described on the agenda.

DATE: September 9, 2014
TIME: 7:00 p.m.
LOCATION: WEST WING CONFERENCE ROOM
213 EAST FOOTHILL BOULEVARD, AZUSA, CALIFORNIA

1. CALL TO ORDER: Frank Allen, Chair

2. **ROLL CALL:** Personnel Board Members

- Frank Allen, Chair Fernando Rubio, Jr., Vice Chair Ralph Ruiz
 Don Hiti Mercedes Castro

Others Present

- Traci R. Bailey, Human Resources/Risk Management Analyst
 Others _____

3. **APPROVAL OF MINUTES:** August 26, 2014

4. **CLOSED SESSION:**

- A. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Assistant Public Works Director/City Engineer
- B. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Assistant City Clerk
- C. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Administrative Secretary
- D. Public Employee Performance Evaluation (Pursuant to Cal.Gov.Code, '54957):
Title: Police Officer

5. **OPEN SESSION:**

- A. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – ASSISTANT PLANNER
- B. **Recruitment Request:** OPEN Competitive (pursuant to Section 5.5.2 Open Competitive of the Rules of the Civil Service System) – POLICE RECORDS SPECIALIST I
- C. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) - DIRECTOR OF HUMAN RESOURCES/PERSONNEL OFFICER
- D. **Class Specification Revision:** (pursuant to Sections 3.5 Adoption of Plan) - DIRECTOR OF INFORMATION TECHNOLOGY

- E. **Personnel Action Report** – Informational
- F. **Recruitment Progress Report** – Informational
- G. **PUBLIC COMMENT:** Person/group will be limited to five (5) minute maximum time to orally present their purpose.
- H. **COMMENTS, UPDATES AND/OR REPORTS:** PERSONNEL BOARD MEMBERS AND/OR STAFF.
- I. **ADJOURNMENT**